

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EGI-RA

Responsible Office: Executive Assistant to the Superintendent
Department of Educational Accountability

Preparation of Statistical Reports

I. PURPOSE

To establish the responsibility and procedures for the preparation of statistical reports

II. RESPONSIBILITY

It is the responsibility of the Department of Educational Accountability to prepare or coordinate the preparation of reports of statistical information requested by the Maryland State Department of Education, the U.S. Office of Education, the National Education Association, and other agencies, institutions, and individuals who need such data.

III. PROCEDURES

A. All requests for statistics on schools, students, staff, inventories, and costs received in the offices of the superintendent, associate superintendents, or directors of departments and divisions must be forwarded, along with the instructions, blank forms, and/or other materials provided, to the assistant for reports in the Division of Administrative Analysis and Audits. The assistant for reports shall:

1. Provide the requested information directly or obtain it from the appropriate member(s) of the staff
2. Contact the appropriate agency representative when there is a question concerning the information or report requested
3. Check all information provided for completeness and accuracy
4. Forward the completed report to the superintendent or other official for signature, if required

5. Mail the completed report, prior to the due date, to the agency or individual who made the request
 6. Maintain a log showing date of receipt of the request, date the report is due, and date of transmittal
 7. Retain file copies of all reports completed
- B. Requests for participation by the Montgomery County Public Schools in research activities involving the use of questionnaires, tests, or other survey instruments are processed through the Department of Educational Accountability.
- C. Requests from individuals or groups for general information about the Montgomery County Public Schools or its programs are processed through the Department of Information.

Administrative History: Formerly Regulation No. 341-1, September 4, 1975; directory information updated January, 1983; reviewed April, 1988.